

ROLES & RESPONSIBILITIES

Decide who will be a part of your planning effort and what they will do during your engagement phase. Use the following components to think through what you need and how you might recruit residents for the work.

Outline	Outline: Introduce the planning effort and what role you need volunteers to fill. You can list the main activities here.
Role Title	Role Title: Give the role an appealing name relevant to the task.
Skills and experience needed	Should they be outgoing or introverted? Detail-oriented or focused on the big picture? Consider also how long they have been in the neighborhood and how engaged they are. What might they need to know to do this role effectively?
Benefits of their contribution	Share what volunteers could gain by participating in this role. It could be getting to know new neighbors, influencing the vision for the neighborhood, or networking with local officials and organization leaders.
When and Where	Outline the exact time and location, or frequency of dates and locations. If it is an ongoing role, perhaps create a schedule and what you hope volunteers can commit.
Support	Identify who will be the point of contact for the volunteer to get resources, support, training, and out of pocket expenses. Explain how they can get started and who to contact if they have any questions.

Consider using this table to track assignments and progress:

Name	Task	Key Dates	Notes
Kerry	Distribute flyers on 4400 block of Wonder Lane	5/20	2 weeks before first engagement event